

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 June 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 23, Week of 10 - 16 June 1958.

1. Report on Special FI Training. In response to a request from the FI Training Officer, [redacted] recently conducted two tutorial telephone training sessions (3 hours each) for six clerical employees from FI. According to a call received from that Office, this training was of benefit to the trainees; the Training Officer commended [redacted] for its thoroughness and for the amount of individual attention given the FI employees.

2. Numbers in Clerical Induction Training. During the week of 10 June there were 18 people in Clerical Induction Training. Of those, 9 entered for the first time. Apparently, the number of incoming employees has begun to increase.

3. Numbers in Clerical Orientation Training. During the week of 10 June the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 10 June were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	1	0
Typewriting	5	1

PERSONNEL NOTES: